

MEMORANDUM FOR: Deputy Director/Plans

SUBJECT : Report on Class of Air Accommodations Utilized

REFERENCE : IBM Report and Memo from Comptroller dated 29 May 1963

1. Referenced report has been reviewed and I find that this report does not lend itself to conclusions. However, there are a number of observations we might make.

2. The DD/P compares favorably with other components in the use of less than first class transportation. The summaries compiled by the Comptroller do not distinguish between foreign and domestic travel which means that the comparisons between the DD/P and the other components would have to be qualified. In general, the DD/P seems to use a little more first class air transportation than the DD/I and the DD/R but less than the DD/S.

3. It probably would be dangerous to attempt to draw conclusions about the policies of the various DD/P components on the basis of this report, since the statistics do not distinguish between the distance travelled for each trip. However, it is possible to generalize a little.

a. appear to be well above the general DD/P ratio of first class to total trips, not only in terms of percentage, but on the assumption that most of the travel is domestic and of short duration.

b. Central Cover seems to be a little on the high side of first class if one assumes that most CCS travel is domestic. However, CCS was about at the DD/P average, with about one-half of its travel being less than first class.

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c. TSD also seems to be on the high side. I realize that they have to carry operational equipment, and this may account for part of it. However, it appears that most of their first class travel during January through March 1963 was domestic travel.

d. The Area Divisions appear to be doing a good job of holding first class travel to a reasonable minimum with NE and AF having the smallest ration of first class travel, although both naturally have a number of mixed travel because travel to their areas would be long and tiring, and there is frequently only one class of travel. WH probably has the most room for improvement, although they are presently specifying on all travel orders that travel will be performed by economy jet and/or tourist class, with first class having to be justified.

4. For your information, approximately \$165,000 of \$581,000 was utilized for first class travel for the period January - March 1963. It would appear difficult to attempt to determine what savings might have been effected if more use had been made of less than first class accommodations.

5. I have advised the Support Chiefs as to the receipt of this report and have informed them as to the detailed information furnished with reference to the individual traveler and the mode of travel used. It has been impressed upon them that it is their responsibility to assure adherence to the policy.

6. A detailed analysis of this report would serve no real purpose due to the lack of detailed information and another report would be out before the analysis could be completed on the earlier one. We will keep you abreast as to any marked difference in the use of first class air transportation upon review of future reports.

7. I wish to point out that the DD/P compares favorably to other components, and that the matter is one of a continual tightening rather than an abuse of the travel entitlements.

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